

Allowable Uses for Regional Workforce Board Transition Funds

Last Update February 16, 2006

Transition funding is very limited. As such, even though some expenses are allowable each RWB will need to stay within the funding allotted to them. Current, transition funds are limited to \$50,000 per region. This listing will be updated periodically with changes for that update annotated in red.

- 1 Regional workforce board legal expenses related to the formation of the regional workforce board, the issuance of requests for proposals (RFP) and contracting. Legal fees for regional operators, fiscal agents and service providers are not allowed.
- 2 Reasonable regional workforce board meeting expenses are allowable. That includes copying costs, light refreshments, audio/visual costs, public announcement costs, etc. Expenses for meeting rooms will not be allowed. Most of the WorkOne offices or partners can provide meeting space. Copying services and audio-visual equipment is usually available through the WorkOne. We encourage you to minimize your costs in this area. Your Department of Workforce Development (DWD) support person can assist you in obtaining meeting space and services from the WorkOne system.
- 3 RFP development for the regional operator and/or fiscal agent is allowable including associated reproduction costs, public announcements, etc. Again meeting rooms for this function are not reimbursable. Please utilize existing space in the WorkOne and/or partner staff facilities. Also consider using DWD resources for reproduction costs.
- 4 The regional operator will need to start functioning prior to July 1, 2006. Organizational activities such as procuring service providers, increasing staff, and facilitating local plans for transferring client records are a few of the reasonable activities that the regional operator will need to undertake prior to July 1. However with limited transition funding, the RWBs will be limited in what they can spend on the regional operator. Some of the costs associated with the regional operator should not be covered. Example – Costs associated with hiring staff. RWBs will need to negotiate these activities and the associated costs very closely in order to stay within the available funding.
- 5 Only excessive travel costs for RWB members will be reimbursed. All meetings should be located so that excessive travel is minimized. In some cases the travel will be excessive and if the RWB member wishes to claim mileage for that travel, we will consider those requests. Mileage reimbursement will be limited to what is allowable for state employees. The DWD support personnel can provide guidance concerning state rules on mileage.
- 6 Incorporation fees for the RWB. Incorporation fees for regional operators, fiscal agents and service providers will not be reimbursed.
- 7 Fiscal agent costs will not be reimbursed from the transition funding.

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- 8 Service provider costs will not be reimbursed from the transition funding.
- 9 The RWB may appoint or employ one person as Board Secretary to provide basic secretarial services to the RWB. These costs can be covered with the transition funding.
- 10 Liability insurance for the RWB is allowable within limits. The limits should be based on the OMB Circulars (A-122, Item #22) and available transition funding.